

School Business – October 9, 2020

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations, as well as our ongoing operations. Please check this site regularly for updates: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services

Recent posts:

- Presentation of COVID Funds and Status as of September 30, 2020
- COVID Allotment Policy Manual 2020-21 Updated October 9, 2020
- Schedule of COVID Funds as of October 9, 2020
- Principals Legislated Bonus FAQ

Teacher Bonus – PreK Teachers Eligibility

When a determination has been made on this, a response shall go to the PSUs.

Dec 30 cut off and liquidation period

Many PSUs are concerned about the December 30 expiration of the CRF and the receipt of goods prior to that time. The US Treasury has published updated guidance that differs from their previous statements related to the period of availability which will alleviate some of the concerns. The full US Treasury guidance can be found at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

CRF Incurred Costs

CRF funds may only be used to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency and were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020 (the “covered period”).

How does the US Treasury determine when funds were incurred?

Previous guidance from the US Treasury stated that a cost was incurred when the PSU had expended the funds. The US Treasury has modified this guidance and has clarified that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period, but payment of funds need not be made during that time. It is generally expected that payment will take place within 90 days of a cost being incurred. The cost of a good or service is not eligible to be funded from CRF funds if there is no need for receipt until after December 30.

What are we to do if there is an extended delay by the supplier in delivering the goods?

US Treasury guidance recognizes that there are disruptions in the supply chain and stated that “if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete

delivery or service by December 30, 2020 will NOT affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient's control".

If the PSU is faced with this situation it is important to document the required delivery date and cause of the delay. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

Status of ESSER Fund 10% Reserve and GEER PRCs – All PSUs

School Business has recently received questions regarding the timeline for the allotment of funds from the various programs that are being funded by the ESSER Fund 10% State Reserve and the Governor's Emergency Education Relief (GEER) Fund. Because these are Federal grants funds from which subawards are being made, each PRC will require an application requesting funding to be submitted by a public school unit. The table below outlines the information that we have been able to gather as to the current status for each of these PRCs, as well as an estimate of when allotments might be made for each. Please note that these are just estimates of when allotments might be made – the timeline for each PRC could change depending on the application development and review process.

Planning allotments are uploaded as they are calculated. Applications are announced through the Federal Programs and Exceptional Children's division.

PRC	Title	Amount	Status	Estimated Allotment Date
164	ESSER Fund – PSU Supplemental Funding	\$2,226,662	Application open – cs only	Late October/Early November for PSUs with approved applications
165	ESSER Fund – Digital Curricula	\$10,800,000	Application is in development	January for PSUs with approved applications
166	ESSER Fund – Learning Management System	\$3,500,000	Application is in development	January for PSUs with approved applications
167	ESSER Fund – Exceptional Children Grants	\$10,000,000	Application is in development	January for PSUs with approved applications
168	ESSER Fund – ICARES	\$4,471,200	Applications closed 10/5	Awards made through grant competition by early December

The timeline for the application for The Governor's Emergency Education Relief (GEER) Funds (PRCs 169 and 170) will be provided in the near future.

Phase of Operation – Survey deadline Oct 19 – All PSUs

The State Board of Education recently approved the policy and distribution of the funding for PPE, and in order for the Division of School Business to have the information needed, we are requiring that **all** public school units (PSU) report the Phase under which the PSU is operating on specific dates.

Please submit this document - www.surveymonkey.com/r/5FYXN2Q - by **October 19th** with the local boards approved Phase as of October 15 or before. Failure to report may affect the allocation for your PSU and will delay the allocation for all PSUs.

Child Count Transfer System – All PSUs

The FY 21 Child Count Transfer System will open to enter transfers on Oct 14, 2020. We appreciate your patience while we prepared the system for the 2020-21 fiscal year and ask that you please submit your transfers promptly to avoid missing the deadline. Please be advised that the deadline for submitting transfers for students who enrolled from July through October is **Nov 10, 2020**.

For **New Charter Schools** opened in 2020-2021, please have your transfers for students enrolled from July through September submitted no later than **October 21st**. Students enrolled in October need to be submitted by **November 10th**. We need this information earlier to calculate Federal Planning allotments for the Budget and Application process for New Charter Schools. More detailed instructions will be emailed directly to the Directors of the New Charter Schools.

To access the Child Count Transfer System, please use this link:
<https://schools.nc.gov/childcounttransfer>.

Access to the System for input has been granted to Data Managers that were reported to the Exceptional Children Division. If you have a new Data Manager or want to report a change in Data Manager, please contact matt.hoskins@dpi.nc.gov or 984-236-2552.

If you have any questions about the HC transfer system, please contact melissa.dearman@dpi.nc.gov or 984-236-2444.

State PRC 016 Summer Reading Camps and State PRC 154 COVID-19 Supplemental Funds are closed as of June 30, 2020

Some LEAs and charters are coding expenditures to state PRC 016 Summer Reading Camps and state PRC 154 COVID-19 Supplemental Funds which closed as of June 30, 2020. Discontinue coding and remove the expenditures from the closed state PRCs 016 and 154 as soon as possible.

If you have questions, contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

SS200 Full-Time Personnel Report – All PSUs

For all Public-School Units (PSUs), Independent Public Schools (Charters, Regional, UNC Lab Schools and the Innovative School District-ISD).

The SS200 Full-Time Personnel Report will be due by close of business on Friday, **November 6, 2020**. The link to the SS200 online application will be available Monday, October 19, 2020 and appear on the FBS web site under What's New www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services or by accessing <https://schools.nc.gov/ss200>. An annual subscription (request to access) is required by accessing the SS200 and completing the requested information.

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed through October 1 of the current school year (2020 – 2021). A Full Time Employee is defined as a person employed to fill a vacancy whose regular work week is the number of hours established as full-time for the class of work assigned, but not less than 30 hours per week.

The individual submitting the report will need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your own NCID administrator to set up an account for you. A directory of the local NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords. Questions concerning NCID are available at <https://it.nc.gov/ncidfrequently-asked-questions>.

If you are not responsible for submitting this report, please share this information with other staff that may be involved with data collection and reporting for the SS200. If you have questions related to the SS200 Full-Time Personnel Report, please contact Angela Harrison at angela.harrison@dpi.nc.gov or (984) 236-2449.

Assistant Principal Interns – Principal Fellows (PRC066) and Assistant Principal Interns – MSA Students (PRC067): Object 129 added

SL 2020-49 modified the pay for Assistant Principal Interns. These changes are reflected in the Allotment policy manual and the salary manual. 2020-2021 Allotment Policy Manual page 31 <https://files.nc.gov/dpi/documents/fbs/allotments/general/apm-20-21-09-8-2020.pdf>.

In Summary:

Principal Fellows (PRC066). The stipend for a Principal Fellow will be equivalent to 40% of the higher of the beginning salary of a certified assistant principal, or what the individual would have earned on the teacher salary schedule.

MSA Students (PRC067). The stipend for an MSA Student will be the higher of the beginning salary of a certified assistant principal, or what the individual would have earned on the teacher salary schedule.

If the AP intern is paid according to the Assistant Principal Salary schedule, the PSU will code the salary amount to 1-5420-**067**-117 or 1-5420-**066**-117)

If the AP intern qualifies for a higher salary as a teacher, the difference between the Assistant principal salary and the teacher salary must be coded to object code 129, (1-5420-**067**-129 or 1-5420-**066**-129).

If you have any questions about this, please contact salary@dpi.nc.gov.

Schedule of Fees – LEAs only - Action by October 15

The schedule of student and staff fees, charges, and solicitations was previously required to be sent to DPI and was collected by the School Business Division. LEAs and schools are no longer required to submit this to DPI **and instead must publish their fees on their websites by October 15th** and keep it updated.

The legislation per G.S 115C-47(6) states local boards of education shall adopt rules and regulations governing solicitations of, sales to, and fund-raising activities conducted by, the students and faculty members in schools under their jurisdiction, and no fees, charges, or costs shall be collected from students and school personnel without approval of the board of education as recorded in the minutes of said board; provided, this subdivision shall not apply to such textbooks fees as are determined and established by the State Board of Education. *The local board of education shall publish a schedule of fees, charges, and solicitations approved by the local board on the local school administrative unit's Web site by October 15 of each school year and, if the schedule is subsequently revised, within 30 days following the revision.*

EC Division Information – All PSUs

Update: Maintenance of Effort (MOE)

- The Maintenance of Effort Expenditures (MOE) submission deadline has been extended to COB on November 13, 2020.
- We have not received notification of any exceptions to MOE due to COVID.
- The MOE Expenditure Section has been opened in the NCCCIP for all PSUs with an approved IDEA grant as of October 6, 2020.
- Updates will be submitted every Tuesday and Friday to open MOE expenditures for newly approved IDEA grants. When the update is submitted, the NCCCIP system will change the grant status to "Revision Started". At that point, the PSU will be able to enter MOE Expenditure data.

**Please direct any questions to your Fiscal Monitor.

Reminders

- Reports required to be posted on LEA's websites by **October 15th**
Details are in the October 2, 2020 newsletter. *
- Distribution Requests for PSBCF and NBPSCF lottery revenue for Capital Projects due **October 26, 2020.**
Details are in the October 2, 2020 newsletter. *

- SS300 Local Salary Supplements Report due by **October 30, 2020**
Details are in the October 2, 2020 newsletter. *
- 2019-20 ABC Transfers template due **October 31, 2020**
Details are in the October 2, 2020 newsletter. *
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**
Details are in the August 28, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



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